

*****Grant recipient must complete report within 1 month after event *****

Community Celebrations Grant Report

Note to applicants: This report shall be completed by the event planner within one month after the event is held. This report helps the Strategic Tourism Planning Board (STPB) administer the program and helps us understand what is involved in successful event planning. Please complete it to the best of your knowledge. Thank you.

\$ 1,300

2014 Fire & Ice Festival

Name of Celebration Event

Erin Martea

Name of Person Completing This Report

Feb 8, 2014

Date of Event

1. Approximate the attendance of your event: 550
2. How did you count attendance and was the method effective? Why?
Sign in sheets @ Registration table. It was effective - folks who signed in were given a ticket for a marshmallow & cup of hot cocoa, so all were motivated to sign in!
3. Attach a copy of actual expenses paid using the attached Grant Expense form.
Attached.
4. List the methods for inviting attendees, and indicate the most success method.
Facebook, listserve, posters, cross promo, ~~best~~ word of mouth. Pretty even breakdown of reach of each; all were important methods.
5. Please share with us what you would like the County's tourism board or other event planners to know about your event.
Our event is TONS OF FUN & should be listed as a draw for tourists in all Ithaca/Tompkins winter event publicity. It has 2 years now as a family friendly awesome thing to do outdoors in winter. We have many in-kind sponsors but would love ideas on local businesses who would like to sponsor this event with cash. Our largest associated cost is in staff time, not covered.
 Please return this completed report to tknipe@tompkins-co.org. (Emailed .pdf is strongly preferred) by this grant.
 OR via mail to:
 Tom Knipe
 Tompkins County Tourism Program
 Tompkins County Planning Department
 121 East Court St., Ithaca, NY 14850
** Would like to urge the board to consider providing at least a percentage of the total award to operational costs. These are the toughest costs to cover yet the most important. Thank you for your consideration!*

CONTRACT

AGREEMENT, made by and between the COUNTY OF TOMPKINS, a municipal corporation in the State of New York with offices at 125 East Court Street, Ithaca, NY 14850 (hereinafter referred to as the "COUNTY") and the City of Ithaca at 108 East Green Street, Ithaca, NY 14850, hereinafter referred to as "RECIPIENT".

WITNESSETH

The purpose of this agreement is to provide a Tompkins County Community Celebrations Grant to assist in funding the project outlined in below.

IN CONSIDERATION of the promises, covenants and agreements contained herein, the parties agree as follows:

1. The term of this agreement shall begin on **1/1/2014** and end either 30 days from the date the event has been completed, or **12/31/2014**, which ever comes first.
2. The project is titled: **2014 Fire & Ice Festival**.
The grant is awarded for the following: **Local talent, advertising and promotional materials and play materials**
, as outlined in the grant application for the **2013 Fall Community Celebrations Grant Round dated September 20, 2013**.
3. The COUNTY shall pay to the RECIPIENT pursuant to this contract a sum not to exceed **\$1,300.00**. Payment of said sum shall be made by the COUNTY upon the submission of the **Voucher Request Form (Attachment A)** and a signed contract. Submission of these must be made to the Tompkins County Planning Department, 121 East Court Street, Ithaca, NY 14850.
4. The RECIPIENT agrees to return any unspent funds that remain upon completion of the contractual agreement.
5. The RECIPIENT is responsible reviewing the project organizer's bookkeeping records to ensure that the grant funds are used appropriately and for the intended use.
6. All public relations materials, posters, and programs must state: "This program was made possible by a grant from the Tompkins County Tourism Program."
7. The RECIPIENT shall indemnify, hold harmless and defend the COUNTY and its officers, employees, agents and elected officials from and against any and all claims and actions brought against the COUNTY and its officers, employees, agents and elected officials for injury or death to any person or persons or damage to property arising out of the performance of the project by the RECIPIENT, its employees, subcontractors or agents with the exception of all actions and claims arising out of the negligence of the COUNTY.
8. The Provisions of this agreement shall be construed under the laws of the State of New York.
9. The COUNTY encourages the payment of livable wages whenever practical and reasonable.
10. This Agreement may not be amended or modified except in writing by the parties hereto nor may any obligations hereunder be waived orally.
11. **REGULATORY COMPLIANCE.** The Contractor agrees to comply with all Federal, State, and local laws and regulations governing the provision of goods and services under this Contract. To the extent that federal funds are provided to the Contractor under this contract, the Contractor agrees that it will comply with all applicable federal laws and regulations, including but not limited to those laws and regulations under which the Federal funds were authorized.

Further, Contractor agrees to comply with the County's Compliance Plan regarding Federal and State fraud and abuse laws; the Compliance Plan can be viewed at www.tompkins-co.org, or a copy can be obtained by contacting Tompkins County Department of Administration.

Contractors that are providers of healthcare services certify that the Contractor, and all employees, directors, officers and subcontractors of the Contractor, are not "excluded individuals or entities" under Federal and/or New York State statutes, rules and regulations. If the Contractor provides healthcare services, the Contractor agrees to screen all employees, directors, officers and subcontractors on a monthly basis at the New York State Office of Medicaid Inspector General website, and any other websites related to the Excluded Parties List System required by Federal and/or New York State Medicare or Medicaid statutes, rules and regulations, to determine if any employee, director, officer, or subcontractor is on or has been added to the exclusion list.

The Contractor shall promptly notify the County if any employee, director, officer or subcontractor is on or has been added to the exclusion list. The County reserves the right to immediately cancel this contract, at no penalty to the County, if any employee, director, officer or subcontractor is on or has been added to the exclusion list.

By signing this contract, you are attesting to that fact that you and/or the provider, which you represent, have not been sanctioned nor excluded by any of the aforementioned entities.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first written below.

DATE: _____

DATE: April 10, 2014

County of Tompkins



RECIPIENT

Svante Myrick, Mayor

Print Name & Title

15-6000407

Employer ID# or Federal SS#

Celebration Name:**Community Celebrations Grant Application - Budget/Expense Report Form**

Instructions: Complete this form and submit it with the application. If successful in receiving a grant, the organizer must also fill in this form after the event takes place with actual expenses and submit the document with the narrative report within one month of the event to:

Tom Knipe, Senior Planner/Tourism Coordinator, tknipe@tompkins-co.org or Tompkins County Planning, 121 East Court St., Ithaca, NY 14850. **Email submission is strongly preferred.**

EXPENSES	USE	DESCRIPTION (provide details)	ESTIMATED TOTAL	ESTIMATED USE OF GRANT	ACTUAL USE OF GRANT
<i>List all major categories of expenses</i> <i>Add or delete lines/rows as needed</i> <i>Include the value of in-kind support</i> <i>Denote in-kind as in example.</i>	<i>Example only</i>	200 8.5x11 color posters at 25c each	\$50	\$30	
	<i>Example only</i>	Donated food - restaurant X (in-kind)	\$300	\$0	
	Local talent	Ice carver	\$250	\$250	\$150
	Local talent	fire jugglers/spinners	\$400	\$200	\$200
	Other entertainment	music/percussionists	\$300	\$300	\$100
	Local food	popcorn, hot cocoa, roasted veggies	\$300	\$50	\$180
	Local products		\$	\$0	
	Local services		\$	\$0	
	Space rental		\$	\$0	
	Sound system	PA System	\$200	\$0	\$0
	Reusable signs		\$	\$0	\$0
	Reusable banner	Reusable Fire & Ice Banner	\$250	\$150	\$0
	Paid Advertising	newspaper ads	\$200	\$150	donated
	Printed Collateral	posters & handbills	\$100	\$100	\$130
	Other Marketing	promotional video	\$200	\$100	\$300
	Support for Volunteers	identifying volunteer scarves or aprons	\$100	\$100	\$0
	Other	reusable educational & play materials	\$200	\$200	\$240
	Other	pre-cast ice blocks	\$400	\$400	donated
	Other	planning/organization	\$500	\$0	\$0
	Other	photography/documentation	\$200	\$0	\$0
Other	set up/staffing/clean up	\$500	\$0	\$0	
TOTAL EXPENSES			\$4,100	\$2,000	\$1,300
Grant share must be 50% or less Community Celebrations Grant Share of Total Expenses (%)			48.8%		

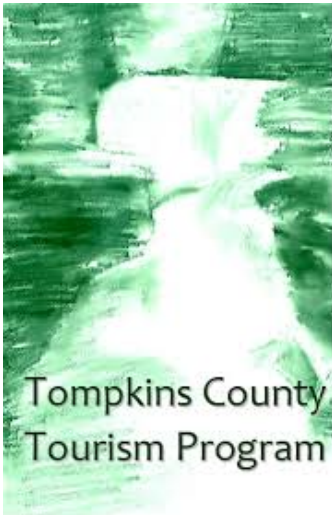
INCOME - CASH	SOURCE	DESCRIPTION (provide details)	ESTIMATED TOTAL
<i>List major categories of income</i> <i>Add or delete lines/rows as needed</i> <i>Include value of in-kind donations</i>	Community Celebrations Grant		2,000
	Other grant		\$
	Event revenues		\$
	Cash donations		\$
	Other		\$
	Other		\$
	SUBTOTAL (cash income)		\$2,000
INCOME - IN-KIND			
Donated goods	All other items listed		\$2,100
Donated goods			
Donated services			
Donated services			
SUBTOTAL (in-kind support)			\$2,100
TOTAL REVENUES (including in-kind)			\$4,100
REVENUES LESS EXPENSES			\$0

Note: this form is also available as an Excel spreadsheet file. Email tknipe@tompkins-co.org

HELP US THANK OUR SPONSORS

Tompkins County Tourism Program
US Fish and Wildlife Services
EarthPlay
Ithaca Fire Department
Ithaca Department of Public Works
Ithaca Ice Company
Wide Awake Bakery
Crooked Carrot
Gimme! Coffee

Festival of Fire & Ice made possible in part by a grant through the Tompkins County Tourism Program



Ithaca Ice Company



Wide Awake Bakery
Mecklenburg, New York



Special thanks to APO for providing volunteers and
Raphael Derungs for capturing video
Polly Wood for drumming

ACTIVITY SCHEDULE

3:00 F&I begins!

**5:30 Poppy Cosmiclove
spins fire**

6:00 Fire Wishes

6:00 Farewell!



ACTIVITIES ONGOING

Make a luminary

Fire Laboratory

Ice Laboratory

Snow Painting

Build ice castles, snow forts

Roast a marshmallow

Drink cocoa

Eat kettle corn

and more!



TASTY TREATS



Kettle corn:

\$.25 / scoop

Squash soup:

\$2/sm, \$3/lg

Baked goods:

\$.25 - \$1.00

Coffee:

\$1.00

